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UNITED STATES DEPARTMENT OF COMMERCE
The Deputy Under Secretary for
Oceans and Atmosphere
Washington, D.C. 20230

AUG 8 1996

Mr. William Townsend
Acting Associate Administrator
for Mission to Planet Earth
National Aeronautics and
Space Administration
Washington, D.C. 20546

Dear Mr. Townsend:

Enclosed for your signature is the Requirements Master Plan (RMP) for the National Polar-orbiting Operational Environmental Satellite System. Our agencies have concluded their final review and approval of this guiding document, and I have signed it for the National Oceanic and Atmospheric Administration as Chair of the Joint Agency Requirements Council.

Upon your concurrence, please forward the RMP to General Joseph Ralston, Vice Chairman, Joint Chiefs of Staff, for his signature and for final distribution. If for some reason you find that you cannot sign the RMP, please forward your concerns to me.

Sincerely,

Diana H. Josephson

Enclosure

cc: General Joseph Ralston



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REQUIREMENTS MASTER PLAN (RMP)
FOR THE
NATIONAL POLAR-ORBITING OPERATIONAL ENVIRONMENTAL
SATELLITE SYSTEM (NPOESS)

I. PURPOSE

The purpose of this document is to define the NPOESS requirements process, the approval process for the Integrated Operational Requirements Document (IORD), and to outline the roles, responsibilities, and relationships of the U.S. Government's Tri-Agency (Department of Commerce (DOC), Department of Defense (DoD), and National Aeronautics and Space Administration (NASA)) Joint Agency Requirements Council (JARC), Senior Users Advisory Group (SUAG), and the Joint Agency Requirements Group (JARG).

II. AUTHORITY

This RMP is intended to serve as a charter to implement direction given in the Tri-Agency Memorandum of Agreement (MOA) among the three agencies for the NPOESS. This RMP provides the necessary guidance, authority, and responsibility for JARG and SUAG participation in the NPOESS program and should in no way conflict with direction provided either in the Presidential Decision Directive/NSTC-2, 5 May 1994, the White House Office of Science and Technology Policy's "Implementation Plan for a Converged Polar-orbiting Environmental Satellite System", 2 May 1994, or the Tri-Agency MOA. The related Acquisition Decision Memorandum was signed on 31 Jan 95 by the Undersecretary of Defense for Acquisition and Technology.

III. ORGANIZATION

A. JARC Membership. Members are the following: the Vice Chairman of the Joint Chiefs of Staff, the DOC Deputy Under Secretary (DUS) for Oceans and Atmosphere, and the NASA Associate Administrator for Mission to Planet Earth (MTPE).

B. SUAG Membership. Membership will be defined in the SUAG Charter. The MOA outlined minimum membership as the following: the National Oceanic and Atmospheric Administration (NOAA) Assistant Administrator for Weather Services, the NOAA Assistant Administrator for Satellite and Information Services, the Air Force Director of Weather (HQ USAF/XOW), the Oceanographer of the Navy (CNO/N096), the Air Force Space Command Director of Operations (HQ AFSPC/DO), and the NASA Office of MTPE Science Division Director (only when NASA research instruments are used to meet operational requirements). The Director for Force Structure, Resources, and Assessments (J-8) from the DoD Joint Staff will participate in all SUAG meetings relating to the selection/adjudication of IORD requirements and the agency review process prior to each major acquisition milestone.

C. JARG Membership. Core JARG members are listed below. Additional JARG membership may come from within each agency, when requested by a core member.

1. Core members: Representatives from the following offices are responsible for representing their agencies' user requirements: DOC: the National Environmental Satellite, Data, and Information Service (NESDIS), National Weather Service (NWS), National Ocean Service

(NOS), Office of Oceanic and Atmospheric Research (OAR), Office of Global Programs (GP); DoD: Oceanographer of the Navy (CNO/N096), Air Weather Service Director of Operational Requirements (AWS/XOR), Air Force Space Command Director of Current Operations (HQ AFSPC/DOO), Department of the Army, Deputy Chief of Staff for Intelligence, Battlespace Surveillance Division (HQ DAMI-POB), and NASA Goddard Space Flight Center (NASA/GSFC).

2. Advisors: Representatives from the following offices as a minimum are responsible for advising the JARG: Commander, Naval Space and Warfare Systems Command (COMNAVSPAWARSSCOM (PMW-185)), Headquarters Air Force Director of Operational Requirements (HQ USAF/XOR), the NPOESS Integrated Program Office (IPO), HQ USAF/XOW, National Marine Fisheries Service (NMFS), Director, Space and Electronic Warfare (CNO/N6), and the IPO User Liaisons.

3. Designated JARG administrators, and alternates, who are 'core' members, will be appointed from within each agency; one each from NOAA/NESDIS, HQ Air Force Space Command Force Enhancement Division, Directorate of Requirements (HQ AFSPC/DRF), and NASA/GSFC.

IV. NPOESS REQUIREMENTS PROCESS.

A. As directed in the Implementation Plan, the NPOESS requirements process will use as guidance the requirements processes described in DoD Instruction (DODI) 5000.2. Requirements will essentially originate in each agency's appropriate Strategic Plans, Mission Area Assessments, or Mission Need Analyses. The IORD must be updated before each milestone decision. The following are the general steps in the IORD approval process for each milestone decision:

1. JARG convenes to collect and harmonize requirements; JARG administrators draft the IORD, using AF1 10-601, Mission Needs and Operational Requirements Guidance and Procedures as a guide.
2. JARG chair presents draft IORD to SUAG, along with documentation and the majority recommendation and any dissenting opinions regarding any unresolved issues. SUAG reviews, adjudicates, approves release of the IORD for Tri-Agency review.
3. JARG administrators receive comments and perform comment resolution; JARG meets to "approve" final IORD for release to the SUAG.
4. SUAG reviews, adjudicates, approves, and releases final IORD for each agency's higher headquarters internal review process, described below.
5. JARC reviews, adjudicates any issues, approves, and signs. Forward IORD as part of milestone documentation.

B. DOC internal review process:

1. The designated DOC/NOAA JARG Administrator (or alternate) will be responsible for coordination of the IORD review process within DOC/NOAA. This review, at all phases, will include representation at the Deputy Assistant Administrator level from all NOAA Line Offices

(NESDIS, NWS, NOS, OAR, and NMFS); at the Deputy Director level from the NOAA Office of Global Programs; and, when applicable, representatives from the Office of the NOAA Chief Scientist (CS), and the Office of the DUS for Oceans and Atmosphere .

2. The NOAA/NESDIS/AA will appoint the DOC/NOAA JARG Administrator and the NOAA JARG alternate administrator.

3. DOC Internal review steps:

a. The IORD is coordinated with each NOAA Line and Program Office and the NOAA Strategic Planning Team, in draft and final versions, and submitted for NESDIS/AA approval.

b. Final NOAA IORD approval is coordinated between NESDIS/AA and the Deputy Under Secretary of Commerce for Oceans and Atmosphere.

C. DoD internal review process:

1. DoD will follow DoD and Air Force instructions as guidance for coordination of the IORD, and include appropriate offices within the Air Force, Army, Navy, and Marine Corps.

2. Air Force will act as Lead Service for DoD for this joint program; AFSPC will act as Lead Command for DoD.

3. DoD internal review steps:

a. During agency-wide review, AFSPC will coordinate with all Services and all appropriate USAF offices. HQ USAF/XOR will coordinate within the Pentagon with the Joint Staff, each Service, and with appropriate HQ USAF offices, in draft and final phases, and submit the final IORD for Chief of Staff of the Air Force (CSAF) approval.

b. After CSAF approval, IORD is submitted to the Joint Requirements Oversight Council (JROC) for validation of DoD key performance parameters.

D. NASA internal review process:

1. The designated NASA JARG Administrator (or alternate) will be responsible for coordination of the IORD review process within NASA. This review will include appropriate offices of the MTPE Program at NASA Headquarters and GSFC.

2. The NASA Associate Administrator for MTPE will appoint the NASA JARG Administrator and the NASA JARG Alternate Administrator.

3. NASA internal review steps:

a. The IORD is coordinated with the GSFC Director of Earth Sciences, the GSFC MTPE Office, and the NASA Office of Mission to Planet Earth, in draft and final versions.

b. The IORD is then submitted to the NASA Associate Administrator for MTPE for final approval within NASA.

V. ROLES AND RESPONSIBILITIES.

A. The JARC will approve and sign the IORD before each milestone decision. The JARC will adjudicate any requirements issues not resolved by the SUAG. The JARC Chair will initially be from DOC, through 31 Dec 96. Chair then rotates between DOC and DoD on 1 Jan of odd numbered years.

B. The SUAG will serve as the primary focal point for all NPOESS operational requirements. SUAG members will approve release of the IORD for each phase of the requirements process, as described in Section IV of this plan. Other SUAG roles and responsibilities are detailed in the SUAG charter. The SUAG will be chaired on a rotating (biennial) basis between DOC and DoD. A single agency will not chair both the SUAG and the JARC at the same time. The DOC chair will rotate from the Assistant Administrator (AA) for Weather Services first, the AA for Satellite and Information Services second, then repeating. When DoD is chair, this task will rotate from the Air Force Director of Weather first, and the Oceanographer of the Navy second, then repeating. The SUAG Chair will initially be from DoD, through 31 Dec 96. Chair then rotates between DOC and DoD on 1 Jan of odd numbered years. The SUAG chairman will act as formal liaison to the JARC, and as such present any issues to the JARC for resolution if the SUAG is unable to reach a consensus decision.

C. The JARG will be a working group, composed of NPOESS users and operators; it is tasked with collecting all agency operational requirements and writing those into the IORD. Decision making will be by consensus. The JARG members will:

1. Attend JARG meetings to discuss and resolve operational requirements issues. Attend Phase 0, I, II, & III contractor meetings/reviews as necessary.

2. Follow duties as defined in the Tri-Agency MOA, specifically the MOA Appendix 2, and Section IV of this plan.

D. Each agency will appoint one JARG administrator (and alternate) from within their agency, not to be from within the NPOESS IPO.

1. JARG administrators will:

- a. Collect their agency requirements, ensure they are worded correctly for inclusion in the IORD, resolve their agency-specific comments on the IORD, and coordinate all major actions with their respective agency users.

- b. Not have veto authority over any documented user requirements, but may need to edit IORD wording for clarity, in coordination with the affected user(s).

- c. The JARG will be chaired by one of the JARG administrators on a rotating (biennial) basis between DOC and DoD. The chair, initially and through 31 Dec 96, will be from DoD. The JARG chair will:

(1) Call meetings as required. The chair will ensure all participants are notified of upcoming meetings with at least 30 days notice, unless specific circumstances arise requiring less advance notification. The chair agency will provide all secretariat duties (i.e., minutes, agenda, etc.)

(2) Act as formal liaison from the JARG to the SUAG, and as such present any issues to the SUAG for resolution if the JARG is unable to reach a consensus decision.

(3) Ensure a new chair is chosen before the end of the biennial period.

2. The DoD JARG administrator will be responsible for maintaining the IORD and comment resolution package, to include typing, coordination, reproduction, distribution, and updating. The actual writing of the documents will be done in close cooperation and coordination with the DOC and NASA JARG administrators.

E. The IPO is responsible for all Cost, Operational Benefit, and Requirements Analyses and studies to support NPOESS milestone decisions.

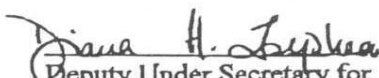
VI. Effective date/Amendments/Termination.


A. This RMP shall become effective when it has been signed on behalf of the three agencies supporting the NPOESS.

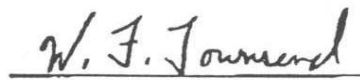
B. A review of the JARC, SUAG, or JARG portions of the RMP will be accomplished after the installation of a new chair (normally a 2-year cycle).

C. This RMP may be amended at any time by the mutual written consent of the signatory parties hereto. Termination of the RMP will not occur unless the supporting documentation contained within the NPOESS Tri-Agency MOA is amended.

JARC Signatures:


Deputy Under Secretary for
Oceans and Atmosphere


Vice Chairman of the
Joint Chiefs of Staff


Associate Administrator for
Mission to Planet Earth